DHR SCOOP

Director's Corner

This newsletter is created to inform and update Soldiers, Department of the Army Civilians, Non-Appropriated Fund Civilians, Local National employees, and tenant Personnel Officers about personnel issues and information affecting Soldiers and civilians serviced by the Heidelberg Directorate of Human Resources. The Heidelberg Directorate of Human Resources operates primarily in Heidelberg but is also responsible for the Freedom of Information Act (FOIA), Copier Management, Army Substance Abuse Program, and Army Continuing Education System in Darmstadt, Mannheim, and Kaiserslautern. Even though most of the information may be Heidelberg specific, much of the information is applicable to customers serviced by our indirect garrisons in Mannheim, Darmstadt, and Kaiserslautern. Our office will publish this newsletter quarterly so please let us know what's important to you so we can meet your needs.

Civilian Education System

The Army G3 approved Phase 1 of the Civilian Education System (CES) policy to be effective date of 1 Jan 07. The purpose of this policy is to provide guidance on Army civilian leader development programs and specific guidance for implementing the Foundation, Basic, Intermediate and Advanced Courses which are the core leader development courses of the new CES. This document is interim policy and additional policy phases will be published as the CES program is more fully developed. CES policy will be included in the next change or revision of Army Regulation 350-1, which is projected for late FY07. The Deputy Chief of Staff G-3/5/7 will review civilian leader development policy and, as necessary, adjust guidance and disseminate new information.

We ask that you read the entire policy document to gain an understanding of the Army civilian leader development program and CES requirements. For ease in viewing policy requirements, a CES policy matrix is provided on eligibility, prerequisites, course substitutions, and admission priorities. Additional information on the CES program is available at: AKO-Site Map-Army Organizations-Operations (view related content)-Groups-Leader Development (view related content)-Pages-Civilian Leader Development Transformation. The interim CES policy and matrix can be found at:
https://forums.bcks.army.mil/CommunityBrowser

National Security Personnel System (NSPS)

The USAG Heidelberg and its subordinate garrisons are scheduled for NSPS implementation in April 07. To be ready for this major system change, several actions must happen. Every employee must activate their My Biz accounts and supervisors must be able to access their My Workplace accounts. Every GS employee and all supervisors of GS employees must complete NSPS 101, http://www.cpms.osd.mil/nsps/nsps101/nsps/index.htm. Once completed, employees must register for the NSPS 101 web-based course for your respective community in CHRTAS, https://www.atrrs.army.mil/channels/chrtas/default.asp?page=main.asp. By registering into CHRTAS, we'll have a good idea of how many employees and supervisors completed NSPS 101. NSPS 101 is a pre-requisite for HR Elements and Performance Management for Supervisors/Employees which are the second required courses before NSPS implementation. The first series of 1-day classes for **ONLY** the USAG Heidelberg Garrison employees is from 22 – 31 January 07. The 2-day classes for supervisors are scheduled for16 – 17 Jan 07, 18 – 19 Jan 07, 1-2 Feb 07, and 15-16 Feb 2007. The training will be held in Room 141, Bldg 3850, Shopping Center. Employees must register into CHRTAS for all classes. Training will be done by unit by community so please stay tuned for class dates for your unit in your community. Employees are also encouraged to research as much as possible about NSPS from the DoD NSPS website http://www.cpms.osd.mil/nsps/ and the Army NSPS website http://www.cpol.army.mil/library/general/nsps/index.html. In addition, supervisors and employees are also encouraged to complete the Army NSPS Core Competency Training-Managers and Supervisors and Army NSPS Core Competency Training-Employees. This training will provide you the soft skills necessary to smoothly adapt to NSPS. For supervisors, you'll learn about:

An Essential Guide to Giving Feedback
Continuous Performance Assessment
Managing Through the Change
Communicating and Reinforcing Change
The Manager as Coach and Counselor
Communication Skills for Leadership

Employees will learn about:
Being Prepared for Change
Self-Empowerment—Managing from Within
Communicate for Results
Performance-Based appraisal-An Employee View

To access these courses, log onto AKO, click on self service and scroll down to My Training, and click on Army eLearning. Click on ARMY E-LEARNING LOGIN, and enter your username and password.
 Info: DSN 373-6058

Military Personnel Division

The USAG Heidelberg will assume records custodian responsibility for all Heidelberg units not converting to Personnel Services Delivery Redesign (PSDR) along with any other designated geographically dispersed MTOE units in January 2007.

Info: DSN 373-5198

Heidelberg Casualty Management
There is no official system to maintain next of kin information for civilian employees other than the supervisor. There is however a database linked to the Defense Civilian Personnel Data System (DCPDS) operated by the Office of the Assistant Secretary of the Army that is available to capture next of kin information. This is not a mandatory requirement but imagine if you and your entire family were involved in a fatal accident. How will the Casualty Notification Officer (CNO) notify your next of secondary next of kin? Think of the many scenarios that could cause your family grief in the event the Casualty Notification Officer is unable to notify your next of kin a timely manner. We strongly encourage every GS and NAF civilian to enter their next of kin information into the Emergency Contacts Database, http://www.per.hqusareur.army.mil/CPD/emergency/default.aspx. Once entered, any supervisor or HR officer with DCPDS access rights for that respective Unit Identification Code or Organization Component code can access the information at https://cpsapp2.belvoir.army.mil/emercontact-rpt/default.asp. In the future, a new link called "Emergency Contact Database Report" will be added to the Manager tab within the Automation Tools Portal. For the Manager, this link will appear alphabetically after the link for Dept of Labor, Workers Comp Claim Form.

CAO/CNO Training
Prior to assuming Casualty Assistance/Notification Officer duty, each CAO/CNO must complete the "NEW Casualty Notification Officer (CNO) and Casualty Assistance Officer (CAO) Multimedia Training on the following website: https://www.hrc.army.mil/site/active/tagd/cmaoc/cmaoc.htm. Once complete, the designated CAO/CNO must produce a copy of the completion certificate to the USAG Heidelberg Casualty Coordinator. This training is in addition to the training given upon activation as a CAO/CNO. Units can save time up time by having all eligible CAO/CNOs (SFC and above with 1 year of their DEROS) complete the training now. Units are strongly encouraged to maintain a healthy pool of trained CAO/CNOs. We are also open to providing CAO/CNO training at the unit if coordinated.

Info: DSN 373-6552

Heidelberg Levy Briefing
Levy briefings are normally held at 1230 on the 1st and 3rd Tuesday of each month in Bldg 3850, Shopping Center. However, we are conducting them each week because of the volume of Soldiers on assignment instructions.

Info: DSN 370-6711

Heidelberg Retirement Ceremonies

The USAG Heidelberg hosts a quarterly community retirement ceremony. Every active duty member, U.S. and host nation government employee are encouraged to participate in this ceremony so we can properly honor you for your years of service to the U.S. Government. The upcoming retirement ceremony dates are 15 Dec 06, 23 Mar 07, and 22 Jun 07. The 15 Dec ceremony will occur at 1500 in the Casablanca Room on Campbell Barracks.

Info: DSN 373-7531

Heidelberg Personnel Deployment Processing
The upcoming Personnel Deployment Processing (PDP) dates in Heidelberg are as follows:

23 Jan 07	Wilson Theatre
12 Feb 07	Casablanca Room
3 April 07	Tompkins Gym
1 May 07	Casablanca Room
5 Jun 07	Wilson Theatre

Info: DSN 373-6674

Civilian Misconduct Action Authority

Shopping at the Commissary or AAFES, driving a USAREUR-plated POV, participating in MWR activities, attending DoDD schools, and possessing a CMR mail box all have one common denominator. They are privileges and not rights. If abused they may be modified, reduced or revoked by the Commander within his/her Area of Responsibility. Please think twice before abusing your privileges so we can promote good conduct and avoid misconduct.

Info: DSN 373-8685

Army Continuing Education System (ACES)

GoArmyEd is the virtual gateway for Soldiers on active duty to request Tuition Assistance (TA) online, anytime for classroom, distance learning, and eArmyU online college courses. GoArmyEd is a dynamic online portal that automates many of the paper-based processes Soldiers historically conducted with Army Education Counselors. GoArmyEd is used by Soldiers to pursue their postsecondary educational goals. Army

Education Counselors use it to provide educational guidance and Colleges use it to deliver degree and course offerings and report Soldier progress. However, Soldiers continuously experience four sets of problems with GoArmyEd.

First, many Soldiers are not familiar with GoArmyEd and the new procedures to enroll and withdraw from courses. Soldiers are required to use the on-line GoArmyEd portal (www.goarmyed.com) to enroll and request tuition assistance for all college courses. Department of the Army made it clear that unfamiliarity with GoArmyEd will not be accepted as a reason to approve a TA exception requests however, exceptions to this policy may be granted on a case by case basis depending on the strength of the Soldier's justification.

Second, many Soldiers are not reviewing their enrollments because they are enrolling in courses outside of their community thinking the enrolled course is in their community. This can lead to a grade of Failure for Non-attendance if the mistake is not discovered in a timely manner. To enroll in a college course, Soldiers must have the GoArmyEd assigned course number from the college. If the course number is unavailable, the Soldier must perform a search on GoArmyEd. Normally, more than one course will be found and the Soldier is required to choose the course from a listing. The listing will show if the course is classroom or distance learning and, if classroom, where the course is conducted. The system will also inform a Soldier through a pop-up box if they are registering for a course at their geographical location or not.

Third, this problem is related to the first. It appears that many Soldiers are not aware of the requirement to use the GoArmyEd portal for tuition assistance and course enrollment. The Ed Center has cases of many Soldiers bringing commander's memorandums to the Ed Center thinking the Ed Center can withdraw them from a course. Or, they come to the Ed Center thinking the counselor can enroll them in a course. The procedures used prior to 1 May 06 are no longer in effect and Soldiers must use the portal for all tuition assistance and college enrollment actions to include all enrollments and withdrawals.

And fourth, many Soldiers do not understand that any course they desire to enroll in must be part of their degree plan. In accordance with the GoArmyEd implementation plan, Soldiers are limited to 8 semester hours per term. If the Soldier provides justification, the Ed Center can override this requirement which will then allow enrollment in more than 8 semester hours in one term. The Ed Center will normally look at the soldier's previous academic record to determine if the Soldier would need to provide justification from his/her chain of command to verify that the soldier will have sufficient time to complete the desired number of semester hours in one term. Soldiers must also understand that courses which not part of their approved degree plan will not be authorized Tuition Assistance. However, if the home college can provide verification indicating that a course will be accepted into the degree plan and/or is a prerequisite course for a required course, the Ed Center can again provide an override to allow the soldier to enroll. An example would be developmental math courses required to allow enrollment in a required math course.

The Education Centers in Kaiserslautern, Miesau, Landstuhl, Mannheim, Darmstadt, and Heidelberg are there to assist Soldiers. Please take advantage of their services and avoid running into the problems listed above. We ask noncommissioned officers and other leaders to disseminate this information to Soldiers under their charge.

Info: DSN 493-2592   _____

Army Substance abuse Program (ASAP)

The Army Substance Abuse Program (ASAP) is dedicated to serving Soldiers, Civilian employees and family members stationed in USAREUR. The ASAP program includes a proactive prevention plan to assist commands in the prevention of drug and alcohol related programs. The ASAP works under the installation/ garrison commander and is responsible for drug and alcohol prevention and training programs, urinalysis specimen collection, shipping and handling, and risk reduction. A highly trained clinical staff handles the treatment and rehabilitation of Soldiers, Family members, and Civilians that are identified as having substance abuse problems. The goal of the clinical program is to identify soldiers as early as possible and return to full duty those Soldiers identified as having substance abuse problems, who demonstrate the ability to be substance free and have the potential for continued military service. An important component of the ASAP program is to provide training to the community regarding drugs and alcohol, and the potential impact/consequences of use and/or abuse to the Army and unit readiness, to health and career, and to relationships with subordinates, family and friends. Soldiers are required to receive 4 hours of substance abuse awareness education per year. Civilians are required to receive 3 hours of substance abuse awareness training per year as well. On-line training can be found at this website: http://www.heidelberg.army.mil/sites/services/ASAP/ASAPindex.htm. Contact your local ASAP office to arrange for personalized unit or directorate training: USAG Heidelberg, 370-1710; USAG Darmstadt, 348-1710; USAG Mannheim, 380-1710; and USAG Kaiserslautern, 486-1710.

Admin Services Branch

Official Mail

Addressing Official Mail

1. References:

       a. AR 25-51, Official Mail and Distribution Management
       b. AR 25-50, Preparing and Managing Correspondence

When addressing letters, the address should have a uniform left margin and be legible as portrayed above. An effort should be made to limit the number of lines to 5. Uppercase/lowercase letters are acceptable on all lines of the address block. With the exception of the hyphen in the ZIP plus 4 code, punctuation can be omitted in the delivery address block.
For further information see reference 1a, chapter 2, paragraph 2-12 and reference 1b, chapter 5, paragraph 5-7 f above. or contact the Official Mail Room at 370-6709/8382.

Freedom of Information Act (FOIA)

What is the FOIA? The Freedom of Information Act (FOIA) is a Federal law that establishes the public's right to request existing records from the Federal Government agencies. Any "person" can file a FOIA request, including U.S. citizens, foreign nationals, Organizations, universities, business and state, local, or foreign governments. The below website will assist you in submitting your FOIA request online: https://aepubs.army.mil/foia/

Info: DSN 370-6611/7144,

Army Records Information Management System (ARIMS)

ARIMS is the new record keeping system that replaced the MARKS system. Its primary purpose is to provide authorized Army personnel with web-based tools and technology to manage both hardcopy and electronic Army records. ARIMS provides authorized users the ability to create, maintain, transfer, locate, and retrieve official Army records, to include tracking documents stored in Army Records Holding Areas (RHAs) and in the Army Electronics Archive (AEA). Its web-based tool set helps the Action Officer (AO), Records Coordinator (RC), Records Manager (RM), Records Holding Area Manager (RHAM), and Records Administrator (RA) ensure that long term and permanent records of the Army are kept in compliance with the law and that those records are securely stored and retrievable only by authorized personnel. Functionality of the entire system is focused on minimizing the workloads of users at all levels involved in the record keeping process. The website for ARIMS: https://www.arims.army.mil

Info: DSN 370-8264

Copier Management

When requesting copiers, a justification is required, Reference AE 25-30, Section 7 paragraph 36b. The justification must include the specific copier type and the projected monthly volume the copier is expected to produce. Initial requests should include copier upgrades (LAN/Scan/Fax). Any requests for upgrades after the copier is in place will cause an increase of 3% to the monthly lease rate and upgrade cost.

Copier Relocation

Requests for copier relocations should be submitted to Administrative Services Branch 10 to 15 working days in advance. Each staff office can relocate copiers free of charge once per fiscal year. Copiers used by the USAG Heidelberg are rented or leased. They may not be purchased with the exception of NAF.

Info:DSN 370-6484